



INSTRUCTIONS FOR FILING REZONING APPLICATION

1. YOU ARE REQUIRED TO DISCUSS YOUR APPLICATION AND PLANS WITH STAFF IN ORDER TO AVOID FILING AN INCOMPLETE APPLICATION. CALL THE CITY PLANNER AT (954) 746-3281 TO SCHEDULE AN APPOINTMENT. PRE-APPLICATION MEETINGS MUST BE HELD AT LEAST FOURTEEN (14) DAYS PRIOR TO THE SUBMITTAL DEADLINE. ALL APPLICATION FEES, INCLUDING ADVERTISING AND POSTAGE/HANDLING MUST BE PAID AT THE TIME OF SUBMITTAL. (PLEASE SEE CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE).
2. Application for Rezoning (1 original and 11 copies) duly executed by property owner.
3. Twelve (12) copies of a survey (with land surveyor's seal with legal description of the subject property - said surveys are to be folded to legal size for transmittal to the Planning and Zoning Board.
4. Letter (1 original and 11 copies) from the applicant relative to the reason for rezoning request, and how the proposed rezoning will benefit the City.
5. Twelve sets of photographs of each compass direction of the site.
6. It is required that within a 500 feet radius of the property line of the property which is the subject of this application, that all property owners shall be notified of said hearing. Therefore, the following is required of the applicant and must be presented at the time the application is filed:
 - a) A certified list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of the contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building must be notified.
 - b) One typewritten set of gummed labels with the above names and addresses printed thereon. These labels will be used by the City to notify the public of your hearing.

c) The certified list may be obtained in one of the following two ways:

- 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those that are presently available to the City's knowledge. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Florida Real Estate Decisions	(954) 942-0344
Saltz Michaelson Architects	(954) 266-2700
Harmon - Garrin Appraisals	(954) 587-5323
SSConsulting, LLC	(954) 786-5711

- 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 AM - 5:00 PM Monday - Friday, Phone # (954) 357-6957. With the provision of a folio ID number, their staff will assist you in the determination of the radius and furnish you with the copies of the current tax roll. However, their staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.

7. Sign on Site: At least fifteen (15) days prior to each scheduled hearing before the City Commission, the applicant must place upon the property a four foot wide by four foot six-inch (4' x 4'-6") sign(s) facing each of the road rights-of-way on which the property fronts. If the property does not front on a road right-of-way, the sign(s) must be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of the special exception by the City Commission. It shall be removed within seven (7) days thereafter. Each sign shall contain large lettering which shall be easily read by the public from the perimeter of the property, and said lettering shall indicate the following:

- (a) name of project
- (b) type of project (use)
- (c) address, date and time of City Commission hearing
- (d) phone number for information (954/746-3281)

This application includes an affidavit for the required posting of hearing notice sign on the site, which must be completed, signed, notarized and submitted to the City prior to the Planning and Zoning Board meeting. The applicant must also provide

photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the location(s) of the required signage in reference to the subject site.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.

8. Applicant/property owner must attend the hearings before the Planning and Zoning Board and the City Commission when the request for rezoning is being considered.
9. Failure to comply with the aforementioned will result in the application being withdrawn, withheld from agendas, or tabled at said meeting.
10. The Planning and Zoning Board meeting is held the first Thursday of each month, unless otherwise stipulated, at 6:00 PM in Commission Chambers.
11. The date of the City Commission meeting can be obtained from the Administrative Aide in the City Commission office, at (954) 746-3250.



CHECK LIST:

Pre-application conference

Completed/executed application form

Twelve (12) copies of survey with legal description of property to be rezoned – folded to legal size

Twelve (12) copies of Letter explaining reason for rezoning request and how this will benefit the City

Check payable to the City of Sunrise for filing, advertising, and postage/handling fees

Certified list (names & addresses) of property owners

One (1) set of gummed labels



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APPLICATION FOR REZONING

1. Name of Applicant _____

Address _____

Contact: _____

Telephone No. _____

Fax No. _____

(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

2. Name of Property Owner _____

Address _____

Telephone No. _____

Fax No. _____

3. Legal Description of Property Covered by this Application:

4. Address, or Location of Subject Property _____

5. Folio Number _____ Current Zoning _____

6. Size of Property: _____ Ft. X _____ Ft. Acres _____
7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. _____

- *8. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes No
If yes, who are the affected parties?

9. Are there any existing structures on the property? _____
10. Nature of rezoning request: _____

Copy of purchase contract must be submitted with this application.



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AFFIDAVIT OF OWNER OR TENANT

I, _____ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the _____ owner _____ tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any rezoning granted can be made null and void by the City, at its sole option.

Print Name: _____

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: _____

Notary Public for the State of _____
Print Name: _____



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CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the President of _____, a corporation existing under the laws of the State of _____, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the owner tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any rezoning granted may be made null and void by the City of Sunrise, at its sole option.

President's Signature (Corp. Seal)

ATTEST:

Secretary's Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____



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ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that any material misrepresentation made regarding this application, either oral or written, can cause this application to be cancelled, and any rezoning granted may become voided by the City of Sunrise, at its sole option.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____



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OWNER'S SWORN CONSENT

PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my contract purchaser, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.



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OWNER'S SWORN CONSENT

PERMITTING TENANT TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my tenant, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.



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DISCLOSURE OF OWNERSHIP

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.



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Affidavit - Section 16-38(e) (2) Posted Notice

LAND USE PLAN AMENDMENT, ZONING MAP AMENDMENTS, AND
DEVELOPMENT ORDER FOR DEVELOPMENTS OF REGIONAL IMPACT

I, _____, as the owner authorized agent (check one)
for the property known as _____, specifically located at
_____, and recorded in the Broward County
Public Records at Plat Book _____, Page _____ (if applicable), do hereby attest that I
installed or caused to have installed, ___sign (s) measuring 4 feet by 4 feet, 6 inches located
on the above referenced property in compliance with City Code Section 16-38(e)(2) on
_____, 200__, which is at least 15 days in advance of the first reading of an
ordinance by the City Commission. This posted notice was revised on _____,
200__, which is at least 15 days in advance of the second reading of an ordinance by the City
Commission on the land use plan amendment, or zoning map amendment (check one)
for the proposed action scheduled for _____, 200__ and
_____, 200__.

Signed: _____

Print Name: _____

Owner Authorized Agent
(Check one)

Date of Signing: _____

Notary Public

My commission expires on _____



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**AFFIDAVIT OF OWNER
Certification of Property List**

I, _____ (as the owner or the authorized agent), for the property known as _____, specifically located at _____, and recorded in the _____ County Public Records in Plat Book _____, Page _____ being first duly sworn, depose and say that I am the owner of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a 500 foot radius or 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of

Print Name